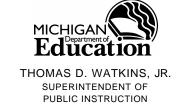


STATE OF MICHIGAN DEPARTMENT OF EDUCATION LANSING



FISCAL YEAR 2002 CHILD AND ADULT CARE FOOD PROGRAM OPERATIONAL MEMO #2

TO: Child and Adult Care Food Program Sponsors

FROM: Peggy Pawelek Brown, Manager

Food and Nutrition Program

DATE: November 13, 2001

SUBJECT: CIVIL RIGHTS COMPLIANCE REMINDERS

All services and facilities must be made available to all persons without regard to race, color, sex, age, disability or national origin.

The following statement should be printed on any form that is necessary for a child to participate in the Child and Adult Care Food Program.

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Any written information directed to potential beneficiaries of the Child and Adult Care Food Program that is distributed by an institution must also include the statement and procedure for filing a complaint. This includes all forms and flyers used/seen by parents or the general public, including handbooks, leaflets, brochures, bulletins, and newspaper announcements. The statement should be located in a prominent place in each publication.

Radio and television announcements about the Child and Adult Care Food Program that last 30 seconds or less, should state:

ATHIS IS AN EQUAL OPPORTUNITY PROGRAM@

When using photographs and/or other graphics on printed information, the message of equal opportunity must be conveyed by picturing persons of different minority groups.

The nondiscrimination poster entitled *And Justice for All*, must be displayed in a prominent place in **each** center. A poster must also be displayed in the administrative office if the office is not located in a center. If you need additional posters please contact the CACFP office.

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Racial/ethnic beneficiary data must be collected **each year** for **each center** and must be maintained on file for 3 years following the end of the fiscal year to which it pertains.

1. Determine the number of potential eligible beneficiaries by racial/ethnic category for the area serviced by each center.

Use the enclosed ARacial Census Report by School District 2000-2001", complied by the Michigan Department of Education.

- γ identify the school district area your center services.
- γ locate the potential eligible beneficiaries by racial/ethnic category for the school district identified.
- γ record the racial/ethnic distribution by category for the school district and keep in your Civil Rights file for 3 years following the end of the fiscal year to which it pertains.
- 2. Collect and compile the racial/ethnic data for:
 - γ children applying to participate in the Child and Adult Care Food Program (children on your waiting list);
 - γ children receiving the benefits of the Child and Adult Care Food Program;
 - γ the child care staff.

A form is attached that can be used to compile the center=s data. Multi-site sponsors may wish to duplicate the form for each site under its sponsorship.

If you have any questions regarding this memorandum, contact:

Michigan Department of Education Child and Adult Care Food Program P.O. Box 30008 Lansing, Michigan 48909

Voice: (517) 373-7391 Fax: (517) 373-4022

APlease keep this memo on file or in a notebook for quick and easy reference!!

Enclosures

PPB/glm